DOCUMENT RESUME

ED 242 866 CE 038 552

AUTHOR Hatherly, Vivian; Affholter, Tom
TITLE Text Editing with the TRS-80.
INSTITUTION Spokane Falls Community Coll., WA.
PUB DATE 83
NOTE 54p.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Community Colleges; Computer Oriented Programs; *Computer Software; Individualized Instruction; Information Retrieval; Input Output Devices; *Learning Activities; Learning Modules; Programed Instructional Materials; Two Year Colleges; Units of Study; *Word Processing
IDENTIFIERS *Scripsit; *TRS 80

ABSTRACT

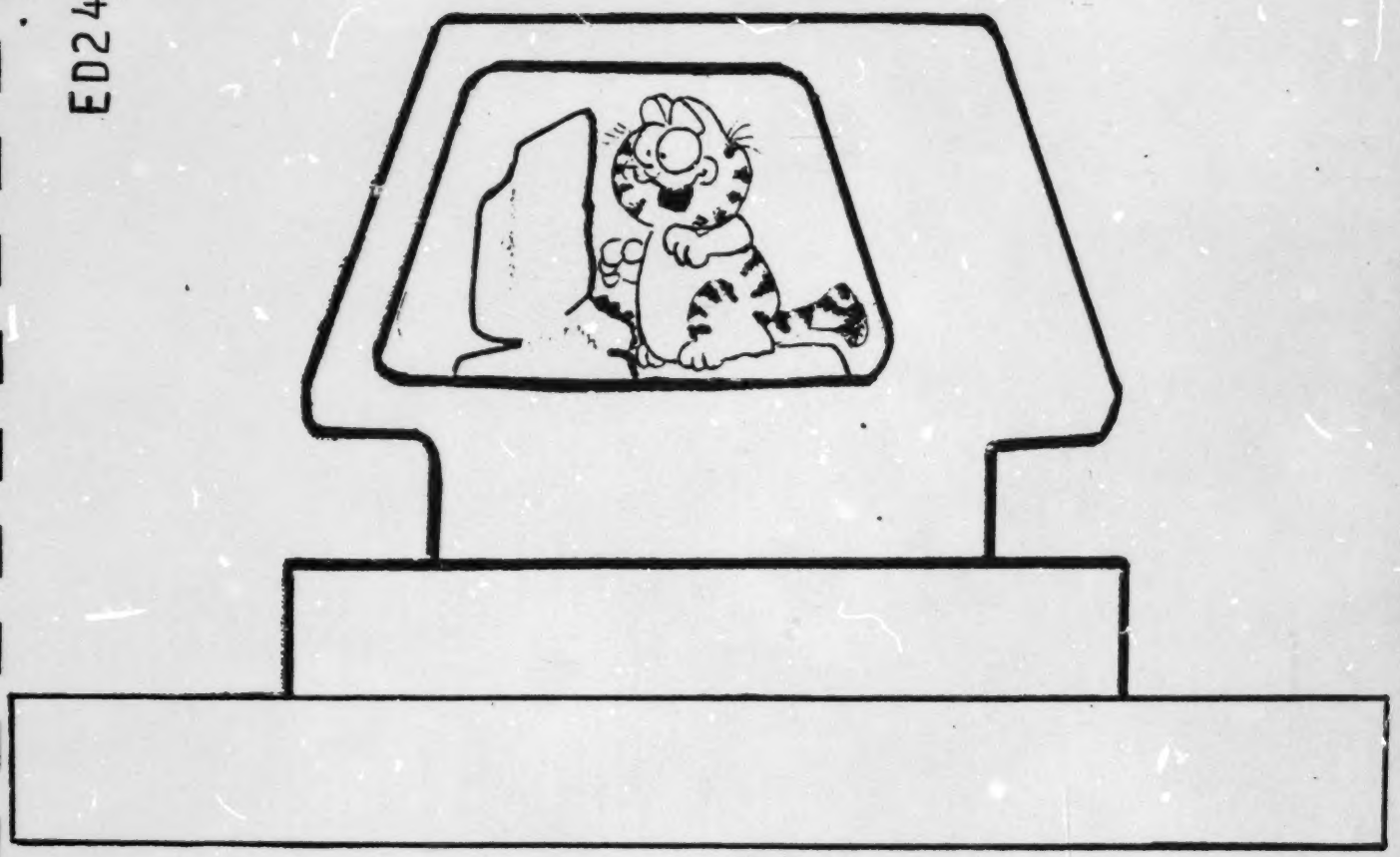
This individualized text was designed to lead students through a step-by-step course in text editing (word processing) using the TRS-80 Model III or IV. The program used in the course is a modification of SuperScripsit, to be printed out on an Epson printer. The text is organized into six sections covering the following topics: getting started, creating a document, editing techniques, multi-page documents, printer control codes, and advanced techniques. Each section contains several lessons with exercises that students use to practice the techniques covered in the lessons. When students feel that they have successfully mastered a section, the text directs them to ask an instructor for a test to complete for that section. Various document formats are used throughout the text to provide examples for students. (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

#83-ARA(173)NB
Spokane Falls Com. College

WA8313337

ED242866



TEXT EDITING with the TRS-80

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

This document has been reproduced as received from the person or organization originating it.

Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

V Hatherly

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CE035552

Vivian Hatherly and Tom Affholter

****

TEXT EDITING WITH THE TRS-80

****

by

Vivian Hatherly

and

Tom Affholter

We are indebted to those students and faculty of the Spokane Falls Community College Business Department for their contributions towards the evolution of this text. A special thanks goes to those students that "test piloted" the material.

Vivian Hatherly
Tom Affholter

(c) 1983
Spokane Falls Community College

TABLE OF CONTENTS

TEXT EDITING ON THE TRS-80 MODEL III

I. GETTING STARTED . . . . . Page 1
- A. Preparing a file disk
- B. Understanding menu options
- C. Opening an existing document
- D. Directory

II. CREATING A DOCUMENT 7
- A. Changing margins and tabs
- B. Changing and adding text
- C. Printing a document
- D. Killing a document

III. EDITING TECHNIQUES 14
- A. Centering, tabulating, aligning
- B. Editing and deleting text
- C. Altering print commands
- D. Getting HELP

IV. MULTI-PAGE DOCUMENTS 20
- A. Automatic pagination
- B. Forcing a new page
- C. Working with blocks
  1. defining blocks
  2. deleting blocks
  3. moving, recalling blocks
  4. adjusting blocks

V. PRINTER CONTROL CODES 33
- A. Underscoring
- B. Bold Printing
- C. Superscripts and subscripts
- D. Italics

OPTIONAL SECTION:

VI. ADVANCED TECHNIQUES 37
- A. Saving and recalling tab lines
- B. Global changes
  1. Search and replace
  2. Hyphenation
  3. Program user keys
- C. File Management
  1. Compress
  2. Copy

INTRODUCTION

A computer is a piece of equipment as is a typewriter or an automobile. A computer is capable of doing different things because it is built for different purposes. There are many brands and models, each with its own characteristics. You will be using the TRS-80 Model III or IV.

A computer is dependent not only upon its built-in features, but upon the software and peripheral equipment. What's more important, it is dependent upon the operator who uses it and cares for it.

A computer cannot think, it cannot read your mind. It can only understand what it has been programmed to understand; therefore, it is vitally important that you enter commands that it has been programmed to understand. If you enter something via the keyboard that it cannot respond to, you will probably get an error message or else it will perform in a way other than what you intend.

Just as computers differ, so does software. Software is a program which instructs the computer to do specific things. The program you will be using in this course is a modification of SuperSCRIPSIT, copyrighted by Tandy Corporation, with permission granted for classroom use. The software program is contained on a disk owned by Spokane Falls Community College and is not to be copied or removed from the Business Math/Machines Center. This program instructs the computer to perform the functions necessary for word processing on the types of printers available here.

Other word processing software programs are available from other vendors. Each has its own personality and capabilities. This course and program is for the purpose of acquainting you with one word processing system.

A computer, alone, cannot give you a printed page. With this program you will be using an Epson dot matrix printer. The printer's capabilities are dependent upon the instructions given it by the computer software. Your software contains three printer drivers: one named GRAF, one named GPLUS, and one named GPLUS2. Each's capabilities is unique. Each exercise will inform you of which printer driver to use.

Enjoy text editing on a computer!

HOW TO USE THIS TEXT

This individualized text was designed to enable you to work at your own pace. Your speed will depend partly on your familiarity and comfort with computers. It will depend partly on your typing skill. It will depend mostly on your ability to read and follow instructions. Read the narrative and the instructions carefully before keyboarding the exercises. Accuracy in keyboarding the text or commands is imperative.

If you have a problem, start over from TRSDOS Ready. Instructors and tutors are here to help.

Sometimes an entry, change, or command may be accomplished in more than one way. In most instances, this text explains the easiest way; however, feel free to experiment. Aside from abusing the equipment, there is little you can do that can't be undone or redone. Relax and enjoy yourself.

You will notice throughout the text that each exercise is printed in a somewhat different format. This is deliberate and it is possible you may discover some new ways to set up your own documents and term papers.

CARE OF YOUR DISK

Disks are precision recording media and are very sensitive. Handle them carefully to get maximum life from each disk. In general, follow the special handling precautions used with both tape cassettes and high fidelity records.

1. Keep the disk in its storage envelope whenever it is not in one of the drives. Don't leave the disks in the drive needlessly.

2. Keep disks away from magnetic fields (transformers, AC motors, magnets, etc.). Strong magnetic fields will destroy information on the disks.

3. Handle the disk by the jacket only. Don't touch any of the exposed surfaces. Don't try to wipe or clean the disk surface. You might scratch it and destroy data.

4. Keep disks away from heat and direct sunlight.

5. Avoid contamination of the disk with ashes, dust, or other particles.

6. Do not write directly on the disk jacket with hard-pointed devices such as ballpoint pens as this could damage the recording surface.

7. Before inserting or removing a disk from the disk drive, be sure the disk drive motor is off (no drive light or motor sound).

8. Store disks in a vertical file holder or on a shelf where they are protected from pressure to their sides (just as phono records are stored).

9. NEVER, NEVER turn the computer off (or on) with a disk in the drive.

Understanding the Disk and How it Works

A major problem with understanding how the text editing, or Scripsit, works is understanding the operating system, called TRSDOS, that activates Scripsit.

TRSDOS (pronounced "TRISS-DOSS"), is very similar in a sense to a librarian. Let's imagine that you have never used a library before and need to obtain a certain book. Generally, one might ask the librarian a few questions similar to the following:

1. What types of books are available in this library?
2. Where is the book called "Understanding Computer" located?
3. Explain to me how to use the library.

Think of the disk in a similar manner. We refer to the "type of library" as the disk operating system; TRSDOS is one type of disk operating system.

The diskette (often called floppy disk) seems simple at a glance, but it is very intricate, so much so that the disk can hold the equivalent of about 175 college text pages of print (not pictures, of course). This particular disk is like a cross between a cassette tape and a record. It is made of a material comparable to what a cassette is made of, and it spins like a record. Its greatest advantage is that it can access any location on a disk to find a program instead of waiting for it to come to a specific spot as a cassette or record must. Imagine having a stereo that by loading in a cassette tape would immediately play the song you wanted to hear without fast forwarding or listening to other songs first.

TRSDOS, or the operating system, actually manages the disk. It can catagorize different programs on the disk and list them for you, and it tells the computer where to find a program on the disk (EX: Go to coordinate 5, track 4 for Scripsit if the word Scripsit is typed in, and then operate the program). In this course we will only use TRSDOS twice each working sessions--first when we start up the computer and type in the date, time and Scripsit; and second when we KILL or delete programs we no longer need.

CHAPTER

GETTING STARTED

Preparing a file disk
Understanding menu options
Opening an existing document
Directory
Saving a document

CHAPTER ONE

GETTING STARTED

Step 1

At the start of your first day's work, a program disk is required which is obtained from a tutor or an instructor. This is used to prepare your disk for use.

Step 2

Reach under the right side of the TRS-80 computer and flip the switch on. Wait for the red light on the bottom disk drive (Drive 0) to go out. **Never** remove or insert a disk when the red disk drive light is on. **Never** insert a disk with the computer turned off.

Place your blank disk (with seams to the bottom) in the top disk drive, then place the program disk in the bottom drive. Close both latches and press the orange reset button. The computer will display a graphic computer on the screen and prompt you for the date. Enter the date (less parentheses) using the "/" where required, then press *ENTER*. Bypass the time prompt by touching *ENTER*.

```
TRSDOS Ready
. . . . . .          Type BACKUP press ENTER
```

Next, this appears:

```
TRSDOS Model III Backup Utility, Ver 1.3
Source Drive Number              Type:  0
Destination Drive Number         Type:  1
Source Disk Master Password      Type: Password
```

Allow the computer to complete the backup of the disk. This prepares your data disk to accept and store text. Return the program disk to the instructor when the screen prompts:

```
TRSDOS Ready . . . . . .
```

Remove your disk and label it "110" and your name. Use only a felt-tip pen; a ballpoint may damage your disk. Place your disk in Drive 0 and close the latch.

Your disk will be kept in the files of the Business Math/Machines Center at all times. When you come into the Center, ask for your disk. You will sign it out. When you have completed your day's work, return it to an instructor or a tutor. The records will be changed to indicate that the disk has been returned.

LESSON 1

With the computer turned on and with your backed-up disk in the lower disk drive, touch *RESET* (the orange button). When you reach:

TRSDOS Ready...., type *SCRIPSIT* press *ENTER*

The next message on the screen will be a menu (as shown below) with the heading SCRIPSIT WORD PROCESSING at the top.

(O) Open a document
(D) Display disk directory
(S) System setup utility
(P) Proofread a document
(C) Compress a document
(A) ASCII (text conversion utility)
(E) Exit to TRSDOS
What is your selection?

In this menu (or list of possible selections), you will utilize only four of the options in this course:

1. Open a document--utilized to create a new document, or take from the disk to the screen a previously-created document.
2. Display disk directory--will list, on your screeen, all documents on your disk.
3. Exit to TRSDOS--takes you out of the editing program back into the computer's operating system.
4. Compress--is a method of using less disk space.

For your first exercise, choose the letter (O) for "open." You will find that you need <u>not</u> touch *ENTER* for the computer to respond.

Name of document to open?...type *FORTRAN*
touch *ENTER*

On the screen should now be your OPEN DOCUMENT OPTIONS. This information was entered by the person who originally typed the text and stored it on the program disk.

If you should touch the wrong key, touch *BREAK* to return to Word Processing Menu.

NOTE: DO NOT use the *ENTER* key to move you through the open document options. Always use the DOWN ARROW. The *ENTER* will tell the computer you have no more input and will put you into the text--a clean "page" for your use, or an already-stored document.

You are now in an existing text titled "Fortran." You see 14 lines of text and a format line at the second line from the bottom of the screen. On the bottom line, and to the left of the screen, you see (1) the name of the text you have opened, (2) the page of the text you are currently on, (3) the line number that you are on, (4) the position, in inches, you are at on the line, (5) the size of print you have assigned the computer to print, and (6) the line spacing you assigned. At the far right may be two characters we will discuss in later lessons.

Let's investigate the screen.

There should be two blinking "cursors" on the screen. The top cursor indicates your current location on the screen. The bottom (referred to as a ghost cursor) indicates your location (in inches) on the format line. The two cursors may not always be in the same position. The ghost cursor indicates the position your text will print. Therefore, if you use print commands (which you will use beginning with Exercise 2) these show on the screen but will not be considered on the format line.

The P, which may appear, refers to proportional spacing, which the Epson printer cannot do. Proportional spacing is a term which spaces characters according to their size. A W is allowed more space to print than, for instance, a comma; therefore, <u>always</u> change the 'P' to an 'M' or an 'N' in the Print Options. More about this later.

Using the arrow keys on your keyboard, place the cursor on the "F" of "FORTRAN" in the first line. If you are not sure if you are at the top, look at the "Ln" marker at the bottom of the screen. The marker should read "1" which tells you that you are on line 1, position 2.4. Now get a feel for the arrow keys. Move the ghost cursor to the first tab (indicated by +), back to the indent tab (indicated by I), and to the right and left margin settings (indicated by left- and right-parentheses).

Press the down-arrow key once and note the correlation of the line position and the cursor position. Now press the right arrow and note the same. Take a few moments to use the four arrow keys to move around the text while noticing that the indicators in the bottom line (beneath the format line) correspond with your location.

If we were forced to move to the end of the text, or the last line, using the arrow keys might be time consuming, depending on the length of the text. Move to Line 1, Position 2.4 (first word of the text). Next, while holding down the *SHIFT* key, press the *DOWN ARROW*. This should move you to the end of the text. Experiment with the other directions correspondingly.

Now you will discover how to "back out" of a text. When you EXIT a program, the current text is saved. While holding down the @ (which is the CONTROL key) key, press Q (for Quit). This command saves your document. If this is not done each time you print or before you remove a disk, the document will be lost. If you should try to access a document without having used @ Q, a message, "Attempt to read past EOF," will appear. In other words, you will be attempting to recall a document that has not been saved.

Next, you will be returned to your selection menu. Touch E (for Exit).

You've just been introduced to a lot of concepts which are quite new to most people. As we want you to be comfortable with these procedures and with what you see on the screen, we suggest that you review before taking Test 1 in which, basically, you will be required to know how to open an already-existing document and answer some questions on Chapter 1 contents.

When you feel confident, ask your instructor or a tutor for Test 1. Good luck!

CHAPTER 16

CREATING A DOCUMENT

- Changing format lines
- Changing and adding text
- Printing a document
- Killing a document
- Control key uses

CHAPTER TWO

Following the same start-up procedures given in Lesson 1 Preparation, arrive at the Word Processing options. Follow the text which will guide you through the process again.

TRSDOS Ready . . . . .Type: *SCRIPSIT* touch *ENTER*

The next message on the screen will be a menu with the heading SCRIPSIT WORD PROCESSING at the top.

(O) Open a document
(D) Display disk directory
(S) System setup utility
(P) Proofread a document
(C) Compress a document
(A) ASCII (text conversion utility)
(E) Exit to TRSDOS

What is your selection:

Lesson 1, Exercise 1 (5 points)

TERMINOLOGY YOU NEED TO KNOW

Open a document--To bring into the computer's memory from a disk and onto the screen a document (text) which has previously been stored, or to prepare the system to accept a new document.

Control Key--The @ key which is used in conjunction with other keys. In Lesson 1 you will:

...Hold @ and type P to bring the "print options" onto the screen.
...Hold @ and type Q to "quit" a document and record it on your disk.
...Hold @ and type D to delete a character or to end insertion.
...Hold @ and type I to begin insertion of characters, spaces, or commands. To end insertion, press *BREAK* or hold @ and type D.
...Hold @ and type T to edit the tab (format) line.

Other uses of the control key will be introduced as needed.

BEST COPY AVAILABLE

Word Processing Menu

Your first typing assignment will be to open a new document. Type O. The screen will display:

OPEN DOCUMENT OPTIONS	YOUR RESPONSE
Document name:	Type: *EX1*, touch *ENTER*
Author:	Type: *Your Name* CAUTION--do NOT touch ENTER. Use the down-arrow to move the cursor to the next option.
Operator:	Type: *Your Name*, touch down-arrow
Comments:	Down-arrow
Printer Type:	Type: *GPLUS* over what is there. This action is called overstrike.
Lines per Page:	Down-arrow
Pitch:	Type 10 with overstrike
Linespacing:	Type 2

Now touch *ENTER* to lock in your responses since there are no more changes needed.

When the blinking cursor appears at the top of the screen and a ghost cursor appears on the tab line, use the system's preset margins and tab settings for typing the following two paragraphs beginning on line 7 (use *ENTER* to reach line 7). Be sure you have an 'I' five spaces from the left margin. If not, ask an instructor or tutor to check your default[1] settings. Notice the line number on the format line. Do not touch *ENTER* at the end of the line; do not double space between the two paragraphs.

My TRS-80 is now a fully equipped word processor. Because of "wraparound" I never have to worry about where to end a line. When I reach the right margin, the text automatically wraps around to the next line. When I want to end a paragraph, I press ENTER.

Because of the system's indent tab, this paragraph was indented automatically. When lines wraparound, they start at the left margin, but after I press ENTER, the cursor moves to the indent tab to begin the next paragraph.

[1] Default setting: those preset comments that appear in the Open Document Options, the Print Options, and the system's preset format line.

Ordinarily you would proofread your work very carefully at this point, then make any necessary corrections. Don't worry about proofreading this exercise as you will learn about making corrections in the next exercise. Before entering the print command, position the cursor at the end of the page.

To print the page--Be sure your printer is turned on and has an ample supply of paper. Hold @ and type P. This message will be displayed:

	SCRIPSIT PRINT OPTIONS	YOUR RESPONSE
	Document name: EX1	The only change that
	Paper size: 66	needs to be made is
	Pause between pages: Y	"Method of Justifi-
	Begin numbering as page:	cation" to "M" since
**	Method of Justification:	the Epson printer does
	Number of copies:	not print proportional
	Display Codes:	characters.
	Suppress widow lines:	press *ENTER*.

When these paragraphs have been printed, you must "back out" of the program. To do so, touch E and Q (for Quit) which also saves your text on the disk. This must be done each time you wish to record a document on your disk. This will also take you back to the Open Document options. Touch E (for Exit).

Just for fun, reopen EX1 and (from Open Document Options) select 5 for pitch. Print one copy.

Now you have completed Lesson 1. Label it with your name and exercise number, and hold it until you complete Exercise 2.

Now let's experiment with this text.

Lesson 1, Exercise 2 - (5 points)

Since you used print size of 5 on your last printout of Exercise 1, change it back to 10 for Exercise 2. Do this from Open Document Options.

Bring EX1 onto your screen again and establish single spacing rather than double by using this method:
1. With your cursor on the first character you typed (the M) hold @ and touch S (for Start). This tells the system you want to start something at the top of the text.
2. Hold @ and touch B (for Block Action). You will be offered a number of options.
3. Type L (for Linespacing), then touch 1 for single-spacing. Now the whole document, including new paragraphs, will be printed with single spacing. Now touch ENTER.

Add the following paragraphs to the end of your text. Do not double space between paragraphs. Touch ENTER to start each new paragraph.

> The cursor is the pointer as I type or edit. It moves along the line as I type. I position it at the point in the text where I want to edit.
>
> The ghost cursor moves along the tab line as I type. It lets me know how close I am to a margin or tab.
>
> The tab line shows the position of my margin and tabs. The '(' indicates the left margin, the ')' indicates the right margin, 'I' is the indent tab, and '+' is a tab.
>
> To make changes on the tab line, I first touch @ and T. *(NOTE: Since the @ key is a command key, it does not print. To print the character, however, touch SHIFT and zero. Do not type this note.)* This gives me access to change the margins, indents, or tabs. To move left or right, I use an arrow key. To erase an existing tab or indent, I use my space bar. To place an indent, I position my cursor and type 'I'. To add a tab, I position my cursor and type '+'. To change my margins, I position my cursor where I want a left or right margin and type '(' or ')'.
>
> The status line reminds me of the status of my page and displays the document name. PG: tells me the page I am on, Ln: tells which line I am on, Pos: tells the current horizontal cursor position in inches, Pitch: tells the pitch the document will print, and LS: tells the line-spacing that the document will print--whether it will be single spaced, double spaced, or whatever I select.

BEST COPY AVAILABLE

Using your arrow keys to move around your text, proofread the work on the screen. If you find an error, use the arrow keys to place the cursor at the error, then type over it to correct the mistake. To insert, hold @ and touch I. To end insert, touch *BREAK*. To eliminate a character, hold @ and D. (Touch D quickly to avoid deleting more than you wish to delete.) Experiment with these correcting techniques.

When you have proofread and corrected your work, move your cursor to the first character in the first paragraph. We will now EDIT THE TAB LINE (format line). Touch @ and T. Place your cursor on the I (for Indent). Eliminate the indent by touching the space bar. Touch *ENTER*. Your paragraph should be blocked. Repeat this process for each paragraph.

Next, we want a double space between each paragraph. Position your cursor on the first letter of the second paragraph. Touch @ and I. Touch *ENTER* to give you a blank line between paragraphs, then touch *BREAK* to stop insert. A blank line should appear between the first and second paragraphs. Repeat this process with the rest of the paragraphs.

When your work is complete, print a copy, then close down the system. Remember @ and Q saves the text, then from Word Processing Menu, touch E (for Exit). You have now completed Lesson 1, Exercise 2. Hold this copy to turn in with the other exercises in Lesson 1.

Lesson 1, Exercise 3 (5 points)

Using the same text and a wide-carriage printer, change the pitch or print size (in the Open Document Options) to 17, then see if you can determine how to print this text with "hanging" indents. This means that the first line of each paragraph will extend one-half inch to the LEFT of the rest of the paragraph. Place your I (for Ident) on 1.5 and your left margin on 2.0.

Position the paper in the printer so that the perforations are just above the paper bail. Print one copy. You have now completed Exercises 1, 2, and 3 of Lesson 1. Label each of your three copies with your name, course number, and exercise numbers. Hand it in to your instructor to compare with the answer key.

21

After you have received an O.K. (and 5 points each) on Exercises 1, 2, and 3, remove the text from your disk. Although disks can hold lots of data, they do have their limitations. In this case, your word processing program takes up most of the space, so we must keep enough space available for other exercises to be stored on your disk. Here's how:

KILL is a command used to erase a file (a document) from a disk.

From TRSDOS Ready, type *KILL*, a space, and NAME OF FILE to be killed. Example:

KILL EX1 Touch *ENTER*

A message "Killing EX1" appears, then you will be returned to TRSDOS Ready.

At this point, type *"DIR"* (for DIRectory) and *ENTER*. All the documents on your disk will be listed on the screen. Is EX1 listed? It shouldn't be. You can also view the directory from the Word Processing Menu by selecting D.

CHAPTER 3

EDITING TECHNIQUES

- Centering
- Tabulating, aligning
- Editing and deleting
- Altering print commands
- Getting HELP from system

Lesson 2, Exercise 4 (5 points)

In this lesson you will learn to *Center*, to set and utilize *Tabs*, to *Align tabulated* material, and get *HELP* from the system.

Open a document and name it EX4 with yourself as author and operator. Under comments, type "cruise." Change printer to GPLUS2, leave the spacing at 1, and change the pitch size to 10.

Set a new format line by touching @ and T. Eliminate the Indent. Place margins at 2.0 and 6.0. Set tabs at 3.0 and 4.9.

See below for some of the interesting things that will be included in this next exercise.

CAPS MODE. By holding *SHIFT* and touching @ all the letters you type will be capitals. Glance at the lower right corner of your screen. See the C which reminds you that you are in Caps Mode? This is an off/on switch. By repeating the process you return to lower case letters.

CENTER MODE. When your cursor is anywhere in a paragraph (which is anything you type before you touch *ENTER*), you can cause the text to be centered between two margins. This applies to words, lines, or paragraphs. To activate Center Mode hold @ and touch C. Like Caps Mode, this mode is noted on the lower right of the screen.

TABULATING. By touching *SHIFT* → (right arrow), you advance the cursor to the next tab stop.

ALIGNING. After touching @ and a, all the text you type before a period will be moved to the left. When you type a period, the text following will be inserted to the right of the period, thus aligning the decimals points. (*NOTE: The decimals may not appear to be lined up on the screen, but if you move your cursor to each decimal point while checking the ghost cursor's tab position on the format line, you will be assured that the printout will be properly aligned.*) You can also align copy on the right by using @ and a, then tabbing to the next stop rather than typing a period.

VIEW MODE is another extremely helpful feature you haven't yet used. With the text on the screen, touch @ and V. Notice the long backward diagonal (\) where you tabbed, the short backward diagonal (`) where you coded

BEST COPY AVAILABLE

an align, a backward P where you created a new paragraph. These notations can also be printed out on your hard copy by changing your response to the Display Codes option on your Print Options.

If you need *HELP* when you are working in an open document, you can request it of the computer at any time. The program will provide you with a complete list of commands and functions. You can page through the seven Help screens to find the command you need. You are encouraged to become familiar with the various *helps.*

1. Hold down @ and type H (for Help).

2. Use the up- or down-arrow keys to page through the seven screens to find the help you need.

3. To return to the open document, press *BREAK.*

Type the following text using hints given in parentheses. Begin typing on line 19 by touching *ENTER.*

(For ALL-CAPS hold *SHIFT*, touch @ then *SHIFT* @ to end)
PACIFIC CRUISE LINES, INC. (Touch @ C *ENTER*)
Proposed Departure Schedule(Touch @ C *ENTER*)
From Seattle (Touch @ C *ENTER*)
(ENTER)
April 15 *(SHIFT →)* Anchorage, AK(@ a)$899.95 *(ENTER)*
May 22 *(SHIFT →)* Honolulu, HI (@ a) 675.00 *(ENTER)*
June 4 *(SHIFT →)* SanDiego, CA (@,a) 517.75 *(ENTER)*
(ENTER)
Each cruise is expected to last ten days. You are encouraged to make your reservations early--at least 30 days before the departure date. A non-refundable deposit of $100 must accompany your reservation requests. Send your requests and deposits to: *(ENTER)*
(Set new tab at 2.5)
(SHIFT →) Pacific Cruise Lines, Inc. *(ENTER)*
(SHIFT →) 716 SouthWest Blvd. *(ENTER)*
(SHIFT →) Seattle, WA 98000 *(ENTER)*

Print one copy of your EX4 document with codes displayed. Remember to change "Method of Justification-this time to N (for None). You will have a "ragged" right margin rather than justified (even) as in your previous exercises. Label this copy Exercise 4 and hold it to be handed in with the other Lesson 2 exercises.

LESSON 2, Exercise 5 (5 points)

Some basic editing features you've used before will be helpful in Exercise 5:

DELETING CHARACTERS. Position your cursor on the first character you want to delete. Hold @, type D. If you want to delete more than one character in a line, continue to hold @ and D, but touch D quickly, lest you remove more than you wish. When you complete the delete, your paragraph will be reformatted to compensate for the deleted characters.

INSERTING CHARACTERS. Position your cursor at the place where you want to insert text. Hold down @, type I. The text opens up to allow you to insert as much text as you need. (If view mode is on, insert blocks are visible in the next openings.) Type the text you want to insert. When you finish typing the inserted text, press *BREAK* or use @ D to close up the text and reformat the paragraph around the inserted text.

UNDERLINE. To turn on the underline feature, touch *CLEAR* and - (hyphen) before you begin and after you finish typing the text you want underlined. @- appears on the screen.

Your next assignment is to prepare a document using the features you learned in Exercise 4.

Open a new document with the following specifications:

DOCUMENT NAME:	*Income*
Author:	*Art Potter*
Operator:	*Your name*
Comments:	*April 30*
Printer Type:	*GPLUS2*
Lines per page:	54
Pitch:	10
Linespacing:	1

Ignore headers and footers notation.

Edit the Tab Line:

Clear the indent tab
Set left margin at 2.0; right at 7.0
Set tabs at 2.5, 5.2 and 6.4

Type the text on the next page beginning on Line 6.
You might find it very helpful to use your View Mode.

Art's Pottery Sales
INCOME STATEMENT
For the Month Ended April 30, 19XX

REVENUE FROM SALES		
Sales	$15,300.38	
Less:Sales Discount	1,403.25	
Net Sales		$13,897.13
COST OF GOODS SOLD (See Schedule)		$ 6,641.07
Gross Profits		$ 7,256.06
EXPENSES		
Insurance Expense	$ 576.08	
Rent Expense	700.00	
Salaries Expense	2,856.50	
Supplies Expense	134.25	
Utilities Expense	101.89	
		$ 4,368.72
NET INCOME		$ 2,887.35

Print one copy and label it Exercise 5. Hold this copy to be handed in at the end of Lesson 2.

LESSON 2, Exercise 6 (5 points)

Make the following changes in INCOME:

Begin on line 16.
Double space the three-line heading.
Change the date to May 31.
Change margins to 1.5 and 7.2; tabs to 2.0, 5.5, and 6.7. See instructions below for programming a format line for repeated use.
Change amounts as follow:
Sales $18,634.15
Less Sales Discounts $2,272.09
Cost of Goods Sold $8,852.05
Insurance Expense $554.32
Rent Expense $700.00
Salaries Expense $3,276.50
Supplies Expense $156.27
Utilities Expense $129.38
Do calculations as needed.

To save and recall a format line: When a document must be reformatted using a complicated format line, it's much more convenient if you program (save) it for repeated use. To do so:

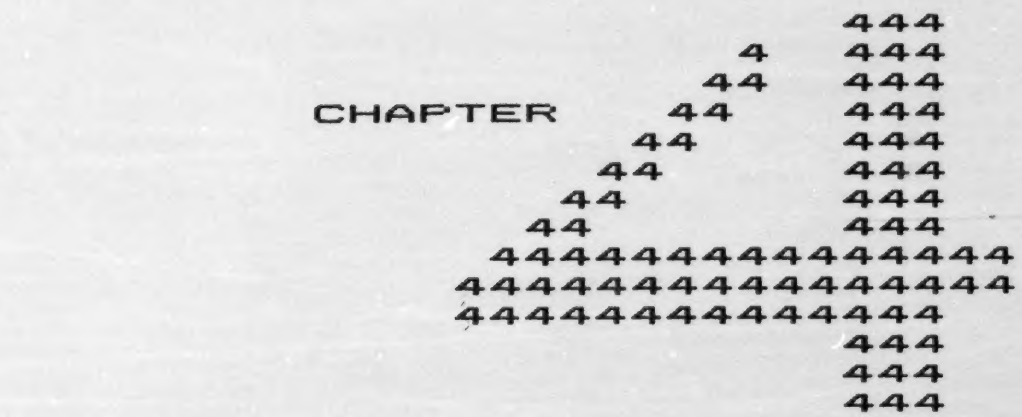
1. Begin with your cursor at the top of the text.

2. Hold @, type T.
3. Rather than touching *ENTER*, touch S (for Save).
4. Answer the prompt with 1.

To use a programmed format line:
1. Position the cursor on the first character of the line you wish to reformat.
2. Hold @, touch T
3. Touch R (for Recall).
4. Touch 1 (the number under which you stored the format line you wish to recall).

Print the revised text, remembering to change Method of Justification to M or N.

Shut down the system, and hand in Exercises 4, 5, and 6. If you are satisfied with your grade, kill "Income" and "EX4."



MULTI-PAGE DOCUMENTS

- Automatic pagination
- Forcing a new page
- Working with blocks:
  - defining blocks
  - deleting blocks
  - moving, recalling
  - adjusting
- Varied print size

LESSON 3, Exercise 7 (5 points)

So far all your documents have been less than one page long and most of your editing has been limited to changing one character at a time. It's time to expand your horizons. You will learn about multi-page documents and larger amounts of text or blocks. You will learn how to move the cursor through a long document to locate specific words or pages. You will learn how to move, copy, insert, delete, and reformat each block of text.

Lesson 3 will concentrate on three goals:

1. How to work with pages:
   - Moving the cursor through a document
   - Using automatic pagination
   - Forcing a new page
2. How to work with blocks
   - Defining a block
   - Deleting, moving and recalling a block
3. Print Code Options
   - Suppressing widow lines
   - Printer types

In this part of the lesson you are going to work with a multi-page research paper named "Computer." Use the following Open Document Options:

```
Document name:  Computer
Author:  Mini Comp
Operator:  Your name
Comments:  Research paper
Printer type:  GRAF
Lines per page:   54
Pitch:  10
Linespacing:  1
1st page to include header:  1
1st page to include footer:  1
```

Use the following Tab Line settings:

```
Left margin:  1.5
Right margin:  7.0
Indent tab:  2.0
```

Because this is your first multi-page document, keep your eye on the page number in the status line as you type. This is the longest document you will be required to type in this course. Each time the line number reaches 54, the system resets the page number (to 2 the first time) and the line number to 1--thus creating a

new page when printed out. Had you specified a page length of other than 54, the system would have acted accordingly.

When you print your text, the system will hesitate at the end of page one and ask you if it should continue. Your response will be, of course, "yes" until all the pages have been printed. An alternate method is having all your pages printed out without hesitation by changing your instructions on the Print Options.

Type the document, which begins on the next page, using Caps Mode, Center Mode, and by double spacing between paragraphs.

MINICOMPUTER SYSTEMS

AN UPDATE ON TODAY'S BUSINESS EQUIPMENT

By Mini Comp

Since the first electronic computer was developed in the mid-forties, rapid technological development in electronics have had a great impact on computers. From early computers using large power-consuming vacuum tubes through second-generation computers which used small low-power transistors have come today's third-generation computers using integrated circuits.

Integrated circuits made the small computer possible. Early integrated circuits contained only a few electronic elements and are referred to as small-scale integration (SSI). Continued development first produced medium-scale integration (MSI), with over 100 elements. By 1978 , some integrated circuits contained more than 250,000 elements, and this rate of development is expected to continue for some time.

Integrated circuits have greatly reduced the cost of computer hardware in several ways. First, the cost of a computer made from integrated circuits will be less than one percent of the cost of the same computer made from discrete components. Second, the smaller size of the computer requires less floor space and support structures, such as cabinets, further reducing costs. A third factor is lower power consumption, and proportionately less heat dissipation. With heat dissipation reduced, there is less need for cooling fans and air conditioning, decreasing not only the cost of this equipment but also the power required to run it.

Finally, the very complexity of integrated circuits leads to additional savings because connections within an integrated circuit are more reliable than solder joints or connectors, increasing reliability and lessening costs associated with maintenance and computer failures. And as integrated circuits grow more complex, less material and labor are needed to build a computer, and computer hardware costs declined.

Technology has made many developments in electronics which have reduced their cost. The declining costs of computing has led to such widespread use of computers that they now affect almost everyone's life.

New Services Made Possible by Small Computers

Word processing and text editing are other relatively new services that small computers perform for business. Word-processing systems based on small computers are more flexible and provide more capability than automatic word-processing typewriters. Advantages include extensive edit capability, page and section numbering, automatic hyphenation, insertion of standard phrases, formatting, and preparation of table of contents. In addition, small computer systems can process such other applications as accounts receivable, payroll, etc., simultaneously with document preparation. Computerized word processing may significantly reduce operating costs in offices using several typists.

Uses of Small Computers

In the sixties, small computers were primarily used for industrial control and scientific problem solving. Early users were an expert group that could configure and implement small computer systems with little help from vendors. User expertise was generally necessary in these early years since most vendors offered few peripheral devices, minimal systems software and very little applications software.

Since 1970, many of the minicomputer manufacturers have recognized the great potential of small business computers and have offered systems designed for home, business, and industry.

Industrial and Process Control

The control function varies from messages and alarms output to operators who initiate control action, to complex feedback and adaptive control systems. Benefits of industrial and process control include lower production costs, shorter production times, better and more consistent product quality, reduced power consumption, and less waste of raw material. Examples of computer aided manufacturing are:

Carburetor testing
Energy consumption control
Computer-controlled elevators
Parts quality and consistency

Computer Aided Design

The design process commonly entails defining the problem, formulating a solution, then solving the problem. While humans can easily define the problem and

formulate the solution, computers are very powerful tools for performing calculations in the problem solving step.

Computer aided design (CAD) generally employs a computer system that permits the designer to interact directly with the computer via special design software. There is usually a means of inputting both numeric and graphic data to the computer and getting output in these forms.

Business Systems

Current business applications of small computers include general accounting, billing, inventory control, reservation systems, and management information systems. The benefits of business systems include better cost accounting, less cash tied up in inventories, reduced labor costs, increased productivity, and management decisions based on current, complete information

Store the research paper on your disk; print one copy and label it Exercise 7. Hold it until you complete this lesson. Close down the system.

Lesson 3, Exercise 8 (5 points)

Now that you have the "Computer" document on your disk, access this document and let's learn some new cursor movement commands--how to move the cursor quickly through a long document. You already know how to move the cursor quickly to the beginning of a document (hold *SHIFT* then touch *UP-ARROW*) and it works the same way whether your document is one or fifty pages long. To move the cursor to another video page (14 lines of text that fit on the screen), hold an up- or down-arrow key then touch V (for Video), depending on which page you want to see. Type the letter quickly to prevent "scrolling." Experiment with moving the cursor from video-page to video-page.

To move the cursor to the top of the next page to be printed, hold down an arrow key (depending on which way you want to go) and quickly press P (for Page). Watch the status line to see which page you are seeing on the screen. Two more cursor commands you may find helpful are the Page Number and Search.

To locate a specific page, touch an arrow, then type N. The message "Document page number on which to place the cursor" appears. You will then respond by typing in the PRINTED page number you wish displayed, then touch *ENTER.*

To locate a specific word or character, press an arrow key and S (for Search). A prompt will appear "Enter search string." A search string is a set of characters you want to find.

Let's search for every instance in which the word "computer" appears. Using *UP-ARROW* and 1, move to the top of page one. Quickly touch DOWN-ARROW and S. In response to the prompt, type computer and touch *ENTER.* The cursor moves to the first "computer" in your text. Repeat this procedure to locate other uses of the word. If you are in the middle of a text, holding the *UP-ARROW* and S will cause the cursor to find previous uses of the word.

To force a new page. Working with the "Computer" text, let's make some changes. Rather than having the first three lines as a heading on page one, have them print on a separate page as a title page. You might also like to add your name, the name of this course, and the date about two-thirds of the way down the title page.

To force a new page, position the cursor at the first text paragraph after the three-line heading. Position it at the word "Since" that begins the first sentence. You will now type a code that forces the system to end a page on the line above the code and start a new page where the cursor is located. To enter a new-page code, hold down @ and type N (for New).

The printer, when you print the page, will stop when it reaches the code, eject the paper, and begin a new page at the new-page control. View mode is automatically turned on and you can view an upward carat (^) where you forced a new page. Page 2 begins with the first line of the text.

Exercise 8 will involve working with blocks in the "Computer" document. Block-action commands are used mainly as an editing tool. When you need to edit text that you have already typed, you use move, insert, and delete. You can print a document using different pitches and line spacing; in fact, you will use these techniques to make changes in the "Computer" document.

Defining a block. Using the draft of "Computer" on the next page, let's comply with the proofreader's marks. To eliminate the words in the first paragraph, we must define a block. Place your cursor on the first character you wish to have included in the block to delete. Press @ and S (for Start). A bracket will appear. Now move the cursor to the last character that you wish included in the block. Press @ and E (for End). This defines a block.

To start block action, touch @ and B. The prompt gives you choices of action: delete, copy, move, adjust, search, freeze, hyphenate, print, linespaces? Since we want to delete these words, touch D.

Because this program wants to be certain you do not delete something important, you will have the option of changing your mind. When the prompt "You have asked to remove this block. Are you sure?" appears, type Y since we do want to delete these words.

MINICOMPUTER SYSTEMS

AN UPDATE ON TODAY'S BUSINESS EQUIPMENT

By Mini Comp

Since the first electronic computer was developed in the mid-forties, rapid technological development in electronics have had a great impact on computers. From early computers using large power-consuming vacuum tubes ~~through second-generation computers which used small low-power transistors~~ have come today's third-generation computers using integrated circuits.

Integrated circuits made the small computer possible. Early integrated circuits contained only a few electronic elements and are referred to as small-scale integration (SSI). Continued development first produced medium-scale integration (MSI), with over 100 elements. By 1978 , some integrated circuits contained more than 250,000 elements, and this rate of development is expected to continue for some time.

Integrated circuits have greatly reduced the cost of computer hardware in several ways. First, the cost of a computer made from integrated circuits will be less than one percent of the cost of the same computer made from discrete components. Second, the smaller size of the computer requires less floor space and support structures, such as cabinets, further reducing costs. A third factor is lower power consumption, and proportionately less heat dissipation. With heat dissipation reduced, there is less need for cooling fans and air conditioning, decreasing not only the cost of this equipment but also the power required to run it.

Finally, the very complexity of integrated circuits leads to additional savings, because connections within an integrated circuit are more reliable than solder joints or connectors, increasing reliability and lessening costs associated with maintenance and computer failures. And as integrated circuits grow more complex, less material and labor are needed to build a computer, and computer hardware costs declined.

~~Technology has made many developments in electronics which have reduced their cost.~~ The declining costs of computing has led to such widespread use of computers that they now affect almost everyone's life.

BEST COPY AVAILABLE

*insert #7,8,9,10 here

New Services Made Possible by Small Computers

Word processing and text editing are other relatively new services that small computers perform for business. Word-processing systems based on small computers are more flexible and provide more capability than automatic word-processing typewriters. Advantages include extensive edit capability, page and section numbering, automatic hyphenation, insertion of standard phrases, formatting, and preparation of table of contents. In addition, small computer systems can process such other applications as accounts receivable, payroll, etc., simultaneously with document preparation. Computerized word processing may significantly reduce operating costs in offices using several typists.

6

Uses of Small Computers

In the sixties, small computers were primarily used for industrial control and scientific problem solving. Early users were an expert group that could configure and implement small computer systems with little help from vendors. User expertise was generally necessary in these early years since most vendors offered few peripheral devices, minimal systems software and very little applications software.

7

Since 1970, many of the minicomputer manufacturers have recognized the great potential of small business computers and have offered systems designed for home, business, and industry.

Industrial and Process Control

The control function varies from messages and alarms output to operators who initiate control action, to complex feedback and adaptive control systems. Benefits of industrial and process control include lower production costs, shorter production times, better and more consistent product quality, reduced power consumption, and less waste of raw material. Examples of computer-aided manufacturing are:

8

Carburetor testing
Energy consumption control
Computer-controlled elevators
Parts quality and consistency

Computer Aided Design

The design process commonly entails defining the problem, formulating a solution, then solving the problem. While humans can easily define the problem and

9

BEST COPY AVAILABLE

formulate the solution, coaputers are very powerful tools for perforaing calculations in the problea-solving step.

Coaputer aided design (CAD) generally eaploys a coaputer systea that peraits the designer to interact directly with the coaputer via special design software. There is usually a aeans of inputting both nuaeric and graphic data to the coaputer and getting output in these foras.

Business Systeas

Current business applications of saall coaputers include general accounting, billing, inventory control, reservation systeas, and aanageaent inforaation systeas. The benefits of business systeas include better cost accounting, less cash tied up in inventories, reduced labor costs, increased productivity, and aanageaent decisions based on current, coaplete inforaation

10

BEST COPY AVAILABLE

There is an easier way to delete a block. Use it on the sentence to be deleted from the fifth paragraph. Place your cursor on the first letter of the sentence and press @ and X. Answer the prompt by typing S (for Sentence. This defines a sentence as a block. The cursor will jump to the first letter in the next sentence.

Next touch B (for Block action) to choose the block action command. This tells the system that you have finished defining the block and again you will be given a listing of choices. Delete this block (in this case, a sentence) as before.

Moving a block. To move sections labeled 7, 8, 9, and 10 to fit between paragraphs 5 and 6 of the document, you can use the above method of defining a block (@S, @E, @B) or use this alternate method for separate paragraphs: Position the cursor in the paragraph to be moved and define a block of text, using @ and X. Then press G to define this text as a paraGraph, then B (Block action). Next touch M (for Move). The text will disappear from the screen and is stored on the disk.

Move the cursor to the position where you wish the "moved" block to be inserted. Touch @ and R (for Recall), then watch what happens. To use this method of moving a block, you must treat each paragraph independently.

After all your paragraph moves, they should be in this order: 1, 2, 3, 4, 5, 7, 8, 9, 10, 6.

LINE SPACING

Next we will change the spacing of this entire document from single spacing to double spacing. You used this technique in Exercise 2, but let's review. Define the entire document as a block, then use the block-action command. (1) Move the cursor to the beginning of the document with *SHIFT* and *UP-ARROW*. (2) Ignoring the three-line heading which we want printed on a separate page, define the entire text as a block. Work around the single spaced indented examples in the "Industrial Process Control" section. (3) Remember @ and B to display your choices. Yours will be L for Line spacing, which will also double the spacing between paragraphs. Delete these extra blank lines.

ADJUSTING MARGINS & INDENTS FOR SPECIFIC PARAGRAPHS

The listed examples in the "Industrial and Process Control" section are to remain single spaced and indented five spaces from the left margin. (Remember @ and M for quickly changing margins and indents.)

PRINT OPTIONS

There are two Print Code Options you may wish to utilize:

Supress Widow Lines When the Print Text Options are on the screen, change the default N to Y. Most typists try to avoid stranding the first line of a new paragraph at the bottom of a page or the last line of a paragraph at the top of a page. Such stranded lines are widows. When you print with Y, the length of the printed page may differ by one line from the length of the screen page as shown by the page indicator in the status line.

Pause between pages is self explanatory. Since you are using continuous tractor-feed paper there is no need to pause between pages unless you want to check the accuracy of the first page before printing them all. If you were using the usual 8 1/2" x 11" paper, you would need to insert a new sheet before printing each page.

Print one copy of your edited text. Hand in Exercises 7 and 8. Kill your document.

CHAPTER 5

PRINTER CONTROL CODES

Underscoring
Boldface type
Sub- and superscripts
Italics

CHAPTER 5

This chapter involves the use of Print Control Codes and Print Text Options. These are the 'extras' to make your finished copy look more professional.

As stated in the Introduction to this text, not all computers, printers, or programs have the same capabilities. To print the features mentioned in this chapter, you must have a printer driver (which is a program found on your disk) and a printer that is capable of printing these 'extras.'While in Open Document Options, printer type must state GPLUS2. The copy for this chapter must be printed on the Epson 100 printer. This is the wide-carriage buff-colored printer.

PRINT SIZE CHOICE: In Open Document Options, you can specify the size of the print you prefer--within the capabilities of the program and the printer. This program and printer can produce your hard copy in 5 characters per inch, 8 characters per inch, 10 characters per inch (the most common--also known as Pica), or 17 characters per inch.

UNDERSCORE: You used this in the "Income" and the "Computer" documents. Do you remember typing CLEAR - before and after the underlined amounts and subheadings? Example: <u>underscore</u>

BOLD PRINT: Bold print is very effective for headings or when you want to emphasize something. To access bold print, touch CLEAR (quickly) then + (which requires using the SHIFT key) . Remember, these <u>before</u> and <u>after</u> features work as off/on switches. Example: **BOLD PRINT IS DARKER**

SUBSCRIPT and SUPERSCRIPT: The only tricky thing about using sub- and superscripts is remembering to reverse the instructions after typing the character you want raised or lowered. If <u>not</u> turned off, everything else you print will be compressed a half a line high or half a line low. Here is an example of how it should look. Superscript looks like this. Subscript looks like this. To create a superscript (or character on the upper halfline of type) touch CLEAR, * (which requires using the SHIFT key) then CLEAR . (period) to "un-do" the compressed characters. To create a subscript (or character below the normal typing line) touch CLEAR and . to lower the number, and CLEAR * to change it back to the normal size type.

ITALICS: Some printers will print in italics. Your Epson printer will by following these instructions. Touch *CLEAR* and = before and after typing the material you want printed in *italics.*

Lesson 4, Exercise 9 (5 points)

Open a document and name it "Features."To engage the printer driver which executes these commands, from Open Document Options, change printer to GPLUS2. You must also use an Epson 100 printer with a wide carriage. Set your margins at 2.0 and 6.5. No indent nor tabs are needed.

Type the following sentences using the features just discussed:

1. Underscore is used to emphasize a word, to identify the title of a separately-bound publication, or to indicate a word being used as an example.

2. **Bold print** is very effective used in **display material** such as **announcements** and **HEADINGS** and **TITLES.**

3. Math and science students use subscripts and superscripts very often in formulas such as $A^2 + B^2 = C^2$ and H_2O and 212^o and Na_2CO_3.

4. *ITALICS* is a type style often used for *foreign words*, for *titles*, or for *emphasis.*

After printing three copies of the four sentences (one in 8 pitch, one in 10 pitch, one in 17 pitch) hand them in to your instructor. The copy done in 8 pitch will not print the sub- and superscripts, but the 10 and 17 pitch will.

Exercise 10 (5 points)

This exercise consists of an original one-page document of your choice using all the techniques you've learned. This is an excellent time for you to review the program and to experiment. Submit your creative printout to the instructor for evaluation.

PROJECT (50 points)

You now have all the tools necessary to prepare and edit a complete document. Your next assignment is typing a PROJECT worth a possible 50 points. It is in rough-draft form, so use your own good judgement in setting up the page.

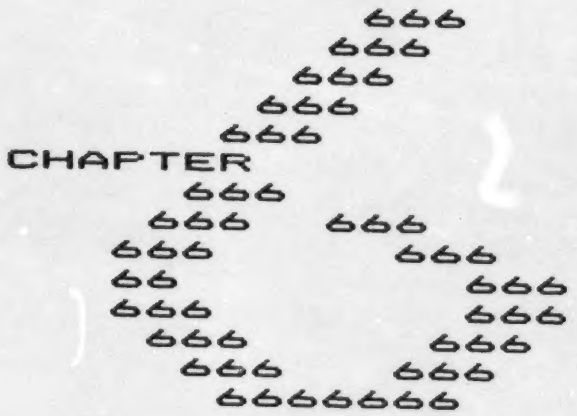
Ask your instructor for a copy of the project.

FINAL - (90 points)

After you have completed the project and have had it evaluated by your instructor, you are finished with the major portion of this course, and are now ready to take the final test. It is in two parts--one requires using a computer and printer; the other is pencil-and-paper.

Ask your instructor for the final.

After the final test, you may wish to continue to the next section of this book which is optional. You are not required to work through it, but we hope you will enjoy doing so.



ADVANCED TECHNIQUES

Search and replace
Hyphenation
Program user keys
File management

CHAPTER 6

This chapter is optional--you are not required to complete it as part of your course requirements.

In Chapter 6 we are concerned with advanced techniques. The topics covered are:

Savings and Recalling Tab Lines

You used this in the "Income" lesson, but let's review.Some documents we use frequently have complex format lines. To save a format line for future use, begin as usual. Hold down @, type T. When the cursor leaves the text and a ? appears in the ghost cursor, set the tab line you wish to save but DO NOT touch ENTER. Instead, type S (for Save). A prompt "Save as which Tab Line (0-9 or <S> ystem)?"

If you wish to save the format line for future use, type any number from 0 through 9.

For opening a new document and setting a new format line to use as a default or "system" format, type S for (System) rather than a number.

To recall a format line

To reformat a paragraph or change the tab line while typing, you must first position the cursor in the text.
Hold down @, type T When the ? appears in the tab line, type R (for Recall). The prompt "Recall which Tab Line (0 to 9)?" appears, at which time you type the number under which you saved it.

GLOBAL CHANGES

Global Search and Replace

When you want to find, replace, or delete several occurrences of a word, phrase, or code, use the global search command to search an entire document or the block-action search command to search a block

To search a block, first define the block using @S, @E and display the block-action commands, @B. Then type S (for Search).

If you want to search an entire document, hold down and type G (for Global). Answer the options, then press ENTER.

HYPHENATION DECISIONS

1. Define a block in which you wish to make hyphenating decisions either by the *CLEAR* S and *CLEAR* E then B method, or by using *CLEAR* X, then B.

2. When the prompt appears and you have responded with H (for Hyphenate), the program scans the document for lines that have space available. The purpose is to maximize the number of characters printed on each line. If your document is to print justified, fewer spaces will appear between words. If it is not to be justified, your right margin will be more nearly even.

3. When the program finds space at the end of a line, it positions the cursor on the first word in the NEXT line. The cursor position shows you that there is room on the line above for all the characters to the left of the cursor position. Move the cursor to the position where you wish a hyphen placed then touch - (hyphen).

The prompt will give you instructions for hyphenating, or cancel the process by pressing BREAK.

The program continues to present you with hyphenatng decisions until it reaches the end of the block. When the hyphenating process is complete, the status line returns to normal.

USER KEYS

You can program the ten number keys. You program these keys by storing keystrokes in them. These ten programmable keys are called User Keys.

To Program a User Key
1. From an open document, hold down @ and type U. Respond to the prompt by:

2. Typing the number of the key you want to program.

3. Typing the sequence (up to 127 keystrokes) that you want to store under the user key.

4. Holding down @ and type U (for User) to end the sequence and turn off the user-key programmer. DO remember what you've stored and under which number.

To Execute a User Key

To insert the characters you stored, hold down @ and type the user-key number. The stored characters will be inserted in your text. Then you may continue typing, or you may use the stored characters in an existing document.

FILE MANAGEMENT

Compress

Compress is used to rewrite a file to a new file in the least possible amount of space. When you finish compressing the file, both files remain on the disk; therefore, before using compress, make sure your disk has enough space to hold both, then kill the original.

1. From the Main Menu, type (C) to choose the Compress option. When the computer asks, type the name of the file you want to compress and press *ENTER*. This prompt appears: "New document to hold compressed text: . . . . ."

3. Type a new name for the file and press *ENTER*. It is a good idea to use a similar name so that you can identify your text on the disk directory.

Copy

Copy is a command used to copy a file (text) onto the same disk or onto another disk.

1. From TRSDOS Ready, type *COPY* then a space.

2. Type the name of the file you want to copy, then type one space.

3. Type the name you want to assign to the copied file.

If you want to copy the file onto a disk other than the one in Drive 0, type a colon after the name of the new file, followed by the number of the drive you want to copy to. For example:

```
COPY LOGICAL LOGIC:1
```

If you want to copy a file from one diskette to another and keep the same name, type the name of the document, a colon,

the number of the source drive, a space, a colon, and the number of the destination drive. For example:

```
COPY LOGICAL:0 :1
```

4. Press ENTER, then respond to the prompts.

Following is a form letter to use for practicing the techniques given above. By programming the user keys, you can insert the variables in the proper place for your form letter to send to customers in various locations.

AREA	PRODUCT
Greater Spokane	Flower seeds
Panhandle	Soil sterilizer
Wenatchee Valley	Fruit trees
Tri-Cities	Fertilizer
Columbia Basin	Grain seeds

March 23, 19XX

To All Our Customers
In the ---(AREA)---

Dear Customer:

In commemoration of our 25th anniversary, we are offering a special price on products developed especially for --(AREA)--.

You will be happy to know that we have created in our research laboratories ---(PRODUCT)--- which are particularly well suited for ---(AREA)---. The enclosed brochure will explain the varieties available to you and the special prices to our friends in ---(AREA)---.

We are happy to have been of service to you in the past and welcome this opportunity of offering you these specially-prepared, specially-priced ---(PRODUCT)--- in time for this year's growing season.

Yours truly,

APPLETON GROWERS, INC.

It is not necessary to save a text in order to print it. In case of the form letter, the form letter itself would be stored on a disk, but when the variables are inserted and the individual letters printed, it is needless to save each one.

Name the form letter FORMLTR. Look at your DIRectory to see how much space you have used and if there is enough space to hold the letter again. Print out one letter for a customer in each of the regions, then try compressing this letter under FORM. Look at the DIRectory again to see if space was saved. Kill the original.

If you have two disks, COPY the file onto your second formatted disk. Look at the DIRectory of the second disk to see if it's listed. Bring it onto the screen. If you do not have a second disk, use the text on your disk for the following:

Utilizing the form letter on your original or second disk print out additional letters using the hyphenation feature.

Search and Replace the word "special" with another appropriate word.

Now that you have completed the textbook work, you may have other documents you wish to prepare. You are welcome to keep the Scripsit program on your disk for the remainder of the quarter if you do not remove it from the Center.

As you know, the Business Math/Machines Center is usually very busy, and free computers are often difficult to find. We invite you, however, to use the equipment to complete your class (course) assignments on a drop-in basis.

BEST COPY AVAILABLE

INDEX

Adjust 27
Align Tabs 15
Arrows Keys 6
Author 9

Backup 2
Blocking
  adjust 27
  copy 27
  defining 27
  deleting 27
  freeze 27
  hyphenation 27
  moving 31
  starting 27
Bold Print 34
Break 8

Caps Mode 15
Center Mode 15
Clear Key 17
Compress 40
Control Key 8
Control Key Functions
  @A 15
  @B 27
  @C 15
  @D 17
  @E 27
  @H 16
  @I 17
  @P 10
  @Q 10
  @S 27
  @T 11
  @V 26
  @X 31
Copy 40
Cursor Movement
  (See Arrow Keys)

Deleting 17
Directory 13
Display Codes 26
Document Name 9

Edit Text 12
Exiting 6
Express Keys 6

Forcing a Page 26
Format Line 18
  recalling 18
  saving 18
  using preprogrammed line 19
Freeze 27

Ghost Cursor 5

Hanging Indentation 12
Help 16
Hyphenation 39

Indents 5
Indents, Hanging 12
Insert 17
Italics 35

Killing 13

Line Spacing 11,31
Lines Per Page 9
Locating
  character 26
  page 26
  word 26

Margins 32
Menu 4
Move 31

Open a Document 8
Open Document Options
  Author 9
  Comments 9
  Linespacing 9
  Lines Per Page 9
  Operator 9
  Pitch 9
  Printer Type 9
Options 4

Page Numbers 26
Paragraphs 9,15
Pauses 32
Pitch 9
Print Code Options 10
Print Size 34
Printer Type 9

Printing 10
Proportional 5

Quitting 10

Reformat 18

Search & Replace 38
Spacing 5
Status Line 11
Subscript 35
Superscript 35
Supress Widow Lines 32

Tabs 5
Tab Line 11
Tabulating 15

Underscoring 17
User Keys 39

Video Page 26
View Mode 15

Widow Lines 32
Word Processing Menu 8